



# City of NORFOLK

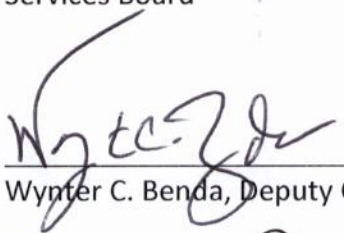
C: Dir., Norfolk Community Services Board

To the Honorable Council  
City of Norfolk, Virginia

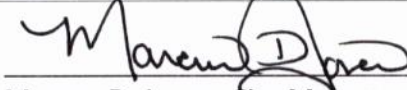
November 20, 2015

From: Sarah Paige Fuller, Director, Community  
Services Board

**Subject:** Grant Award from the  
Virginia Department of Behavioral  
Health and Developmental Services -  
\$305,295

Reviewed:   
Wynter C. Benda, Deputy City Manager

**Ward/Superward:** Citywide

Approved:   
Marcus D. Jones, City Manager

**Item Number:**

**R-3**

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** City of Norfolk

III. **Description:**

This agenda item is an ordinance to accept a grant award from the Virginia Department of Behavioral Health and Developmental Services ("VDBHDS") to provide Crisis Intervention Team ("CIT") programming at the CIT Assessment Center.

IV. **Analysis**

This grant is an award of \$305,295 from the VDBHDS to support the continuance of the Norfolk Community Services Board's (CSB's) CIT program. This is an annually recurring award.

V. **Financial Impact**

The CIT award for \$305,295 supports the continuance of the Norfolk CSB's CIT program. There is a local cash match of \$94,737.21 required. The match is in-kind and was previously appropriated in the approved FY 2016 budget.

VI. **Environmental**

N/A

VII. **Community Outreach/Notification**

Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

**VIII. Board/Commission Action**

The Norfolk CSB Board of Directors has been notified.

**IX. Coordination/Outreach**

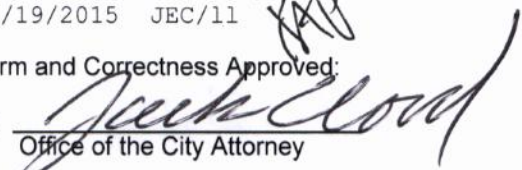
This letter has been coordinated with the Department of Finance, the Office of Budget and Strategic Planning, and the City Attorney's Office.

Supporting Material from the City Attorney's Office:

- Ordinance
- Award Letter

11/19/2015 JEC/11

Form and Correctness Approved:

By   
Office of the City Attorney

Contents Approved:

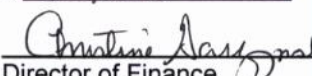
By   
DEPT. NCSB

NORFOLK, VIRGINIA

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

\$ 305,295

2275-31-9133-9133

  
Director of Finance

Account

11/20/15  
Date

## ORDINANCE No.

AN ORDINANCE ACCEPTING A GRANT AWARD OF \$305,295.00 FROM THE VIRGINIA DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES TO SUPPORT THE CONTINUANCE OF THE NORFOLK COMMUNITY SERVICES BOARD'S CRISIS INTERVENTION PROGRAM AND APPROPRIATING AND AUTHORIZING FOR EXPENDITURE THE GRANT FUNDS.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a grant of \$305,295.00 from the Virginia Department of Behavioral Health and Developmental Services to support the continuance of the Norfolk Community Services Board's Crisis Intervention Program is hereby accepted.

Section 2:- That \$305,295.00 in grant funds is hereby appropriated and authorized for expenditure, if and when made available from the Virginia Department of Behavioral Health and Developmental Services.

Section 3:- That this ordinance shall be in effect from and after its adoption.



0216 : SP-  
File CIT

Copies: Amy Lin  
Tache Schaefer  
Cyndi Katz

## COMMONWEALTH of VIRGINIA

DEBRA FERGUSON, Ph.D.  
COMMISSIONER

### DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Post Office Box 1797  
Richmond, Virginia 23218-1797

Telephone (804) 786-3921  
Fax (804) 371-6638  
www.dbhds.virginia.gov

June 21, 2015

Ms. Sarah Fuller  
Norfolk Community Services Board  
225 W. Olney Rd.  
Norfolk, Va 23510-1601

#### Re: Application for CIT Assessment Site Funding

Dear Ms. Fuller,

I am pleased to report your application for FY '16 -17 CIT Assessment Site funding was selected for funding. The selection committee was very impressed by your proposal and felt it exemplified the type of program the Department of Behavioral Health & Developmental Services (DBHDS) wishes to establish and expand across the Commonwealth. Norfolk Community Services Board (NCSB) will be awarded \$305,295 in ongoing funding (to be issued in equal increments via the bimonthly warrants). In FY '17, Norfolk CSB will again receive \$305,295 in ongoing funds (to be issued in equal increments via the bimonthly warrants). The attached chart provides an itemized accounting of the services/goods DBHDS will fund.

As was outlined in the funding application, by accepting this funding, Norfolk CSB and the Norfolk CIT program agree to adhere to The Essential Elements of CIT, agree to submit CIT Assessment Site data to DBHDS on a quarterly basis, and agree to participate in quarterly CIT Assessment Site meetings. Additionally, Norfolk agrees to operate the CIT Assessment Site as described in the application. Should there be a need to substantially alter the operations of the CIT Assessment site, please provide DBHDS with written description of proposed changes prior to their implementation. As was outlined in the application, programs are expected to be operational within 90 days of funding. If you anticipate difficulties meeting this deadline, please let us know so we better understand your challenges and can discuss any alternatives. Shortly you will be receiving an Exhibit D addendum to your already executed Performance Contract which will serve as the contractual basis for your funding.

Congratulations on your award! Stephen Craver, DBHDS CIT Assessment Site Coordinator, will be contacting your CIT Coordinator to review data reporting requirements and to provide any needed technical assistance.

Sincerely,

Michael Schaefer, Ph.D., ABPP  
Assistant Commissioner – Forensic Services

Itemized Budget

ONGOING FUNDING

Item	Amount Funded in FY '16	Amount Funded in FY '17
CIT Coordinator (.5 FTE)	\$42,237	\$42,237
Administrative Assistant (.2FTE)	\$9,076.64	\$9,076.64
Two (2) PT Peer Counselors (.6 FTE each)	\$55,112.64	\$55,112.64
Two (2) PT ES Clinicians (.6 FTE each)	\$70,943.04	\$70,943.04
One (1) ES Clinician PRN wages	\$22,812.84	\$22,812.84
One (1) Peer Support Counselor PRN wages	\$17,812.80	\$17,812.80
Off Duty CIT trained law enforcement site security wages	\$72,800.04	\$72,800.04
Training costs (Peer Support)	\$2,500	\$2,500
Supplies	\$3,500	\$3,500
Office and communications equipment and service contracts	\$5,000	\$5,000
Consumer Transportation	\$3,500	\$3,500

Should you need to utilize the funds in a manner different than itemized above, please submit a written request explaining the request and providing a justification to Stephen Craver at DBHDS